

Town Meeting Coordinating Committee

Meeting of Monday, June 13, 2011

Town Hall, Diana Romer Room

Attendance: Nonny Burack, Peggy Roberts, Rob Crowner, Adrienne Terrizzi, Mary Streeter, Harry Brooks, Pat Holland; absent: Carol Gray.

1. Call to order: Peggy calls the meeting to order at 3:05pm.

2. Welcome: Newly elected TMCC member Pat Holland is welcomed to the committee.

3. Old business: Peggy reports that she responded to a query about the previous meeting's agenda item regarding flash photography at Town Meeting by informing her correspondent that the committee plans to discuss the possibility of developing guidelines for photographers with the Town Moderator at a meeting later this summer. The committee acknowledges that the press cannot be prohibited from covering a public event, but believes that the law permits the facilitator of a meeting to minimize distractions.

4. Election of officers: Peggy distributes a working document that describes the roles and responsibilities of TMCC members, including officers. Nonny asks whether the office of webmaster should be created, since it seems to be an important function of the committee. Mary, who currently performs most of the duties that would be associated with such a position, notes that some of what she does is in a more general volunteer basis for Town Hall, not necessarily TMCC-specific. Alternatively, she proposes a public relations officer (Adrienne suggests "communications coordinator") who could develop the information used in fliers, press releases, webpages, etc. and then hand it off to others for use or distribution. Adrienne states that such duties should be clearly defined before anyone is assigned to the role.

The following members are nominated and then elected unanimously to the indicated offices:

- Peggy, committee chair;
- Mary, vice-chair;
- Pat, clerk (the committee will re-evaluate the position after six months and possibly adopt a rotating minutes-taker, with the clerk responsible for posting minutes and keeping track of turns);
- Nonny, stacker.

Peggy requests that members review the list of responsibilities for completeness.

Peggy states that she has been hand-delivering the agenda to the Town Clerk, but there are other options: sending it to the Select Board office for posting; or posting it electronically through the town website. Most other committees have a staff liaison to assist with this task. Peggy, Mary, and Pat will make an appointment with the IT department to learn how to use the website to post meetings.

5. Defining goals for the coming year: Nonny proposes making a goal to conduct a forum on the budget process. Adrienne suggests incorporating an exploration of how Town Meeting members can affect the prioritization of line items early in the process.

Mary proposes assembling a master calendar of all the various committee cycles (e.g., zoning, CDBG, CPAC, Finance Committee) that are relevant to Town Meeting proceedings. The committee discusses how such a document might be disseminated to Town Meeting members, with no resolution. Nonny moves (Mary seconds) and the committee votes 6-0 to establish a subcommittee to work on the calendar as a summer project. Nonny, Mary, and Pat volunteer to serve on the subcommittee.

Nonny notes that the committee has expressed a desire to conduct a forum on zoning basics. The committee discusses whether both zoning and budget forums should be attempted this Fall, or if one should be put off until the Spring (and if so, which one?). Rob states that the Zoning Subcommittee has

acknowledged a need for more outreach on zoning, and the committee agrees to help organize and co-host a forum with the ZSC. Rob will keep TMCC informed about the ZSC's plans.

6. Liaison assignments and member responsibilities: The committee reviews the list of member tasks and agrees to maintain current responsibilities:

- Mary: liaison with Town Clerk, organizing precinct meetings;
- Adrienne/Harry: liaison with ACTV, technology and equipment facilitation (including timer, microphones, laptop, etc.);
- Nonny: room reservations, welcoming of new Town Meeting members;

In addition, Pat agrees to be responsible for stocking TMCC materials at the Jones Library. Not assigned are organizing bus tours and preparing fliers, tasks that Carol has performed in the past.

7. Task reports for previous year: Peggy distributes documents that describe how to organize the warrant review and how to organize the bus tour and requests that members write up similar documents explaining what each did this past year and how to do it.

8. Training for posting of meetings: See item #4.

9. New business: No action.

10. Summer projects: Peggy takes feedback on members' summer availability in preparation for attempting to arrange meetings with the Moderator, Town Clerk, and Town Manager.

11. Future meetings: Peggy will report back to the committee when she is able to set up the meetings with town officials. The calendar subcommittee will plan to meet directly before or directly after those meetings.

Nonny will reserve the Town Room asap when Fall Town Meeting dates are set. Adrienne will notify ACTV when that is done.

12. Minutes of previous meeting: Nonny moves (Adrienne seconds) to accept the minutes of June 6, 2011, as amended, with appreciation for the outgoing secretary, and the committee approves by a vote of 4-0 with two abstaining (Pat and Harry).

13. Adjournment: The meeting is adjourned at 4:37pm.

Respectfully submitted,
Rob Crowner
Approved August 18, 2011

Documents provided:

1. agenda
2. draft minutes of 6/6 meeting
3. document entitled "TMCC Officer and Member Responsibilities"